



# CITY OF COLLEGE PARK

## Class Description

Job Title: Human Resources Assistant

Reports To: Director of Human Resources

FLSA Status: Non-Exempt

### **General Description**

The purpose of this job within the organization is to perform various administrative duties and support on a professional level for the department of Human Resources.

This job works under general supervision, independently developing work methods and sequences.

### **Duties and Responsibilities**

**The functions listed below are those that represent much of the time spent working in this job. Management may assign additional functions related to the type of work of the job/class as necessary.**

### **Essential Functions:**

Assist with the coordination and administration of benefits administration.

Assist with the planning, promoting, and coordinating of all Human Resources sponsored events/ activities.

Assist with maintaining employee database and ensures that all electronic personnel, medical, and other confidential files comply with legal requirements. Administers records retention policy for HR.

Verifies and arranges for payments of all department invoices.

Responds to telephone, email, and in-person requests for information regarding departmental activities and programs.

Maintains up-to-date knowledge of Human Resource matters in the public sector through seminars and online webinars for membership in IPMA-HR or SHRM professional publications.

Submit online job postings, shortlist candidates, and schedule interviews. Assist with reference checks of potential candidates.

Coordinate benefits orientation and training sessions for employees on the calendar of the HR Generalist and HR Director.

Assist with the onboarding of new staff and ensure communication with current staff.

**Additional Duties:**

Exercises sound judgment, including dealing with confidential situations and material.

Communicates orally and in writing with internal staff and external customers to give and receive information courteously and accurately.

Provides notary services.

Performs related work as assigned.

**Responsibilities, Requirements, and Impacts**

**Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on these data or information.

**People Responsibility:**

*People include co-workers, workers in other areas or agencies, and the general public.*

Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.

**Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies or preventing moderate losses by handling or accounting for materials, and supplies

**Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers, and formulas to solve mathematical problems.*

Uses addition and subtraction, multiplication, division, and/or calculates ratios, rates, and percentages.

**Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads professional literature and technical manuals; composes some correspondence, reports, forms, and business letters, with the proper format; speaks compound sentences using regular grammar and word form.

**Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for guiding others, requiring frequent decisions affecting the individual, co-workers, and others who depend on the service or product; work in a somewhat fluid environment with rules and procedures but many variations from the routine.

**Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration, and creativity required by the job and the presence of any unusual pressures present in the job.*

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

**Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is moderately serious – it affects the work unit and may affect others.

**Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

**Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

**Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

None.

**Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Requires some responsibility for the safety and health of others and/or for occasional enforcement of public safety or health standards.

**Minimum Education and Experience Requirements:**

Requires an associate's degree in Human Resources or a closely related field.

Requires three years of experience in an administrative role or similar.

Must have strong communication skills

Must be proficient in Microsoft Office

**Special Certifications and Licenses:**

IPMA-HR or SHRM-CP Certification (preferred)

Maryland Notary License – required within six months of taking the position.

**Americans with Disabilities Act Compliance**

The City of College Park, MD, is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities.

Prospective and current employees are encouraged to discuss ADA accommodations with management.